

Lake City Staff Weekly Report

Week Ending February 19, 2010

FROM THE CITY STAFF

Administrative Services Director Cason Reports:

Finance (Tweetie Tyre):

- Completed 2009 transmittal of Form 1099 report to Internal Revenue Service and the W-2 files to the Social Security Administration.
- Staff is working with Customer Service on an internal audit of garbage customer accounts and fees
- Work continues on the City of Lake City annual audit. Currently, the Finance Department Staff is preparing Governmental Accounting Standards Board (GASB) 40, 42 and 45 statements for the City's Annual Financial Statement.
- Staff continues work on the Unclaimed Property Report which is due March 31. Staff is currently identifying owners of unclaimed funds who have left the area through a due diligence process. Most of the funds the City holds are utility deposit refunds. These funds are turned over to the State of Florida annually if unclaimed.
- Inventory of the City's Fixed Assets continue. Reports from departments indicate the first phase should be completed by February 26. Land assets are 95% complete, work continues on our technology equipment inventory. All departments are working together to identify and transfer assets between departments.

Human Resources/Risk Management/Safety (Gene Bullard):

- Processed eight (8) Police applications.
- Processed two (2) Crossing Guard applications.
- Meeting about Relay for Life details for upcoming event May 7, 2010.
- Worked with Blue Cross BlueShield/Parks Johnson regarding insured employee information. Investigated one citizen complaint.
- City should receive the above ground storage tank insurance endorsements within the next week. This will cover the two new tanks at our reclaim site with a copy being sent to the Department of Environmental Protection.
- Glen I. Jones completed the air quality test for the first floor of City Hall and the second floor air quality testing has been scheduled. There were no major problems found with the first floor report.
- The City of Lake City Police Department has recently made an arrest for the theft of City of Lake City storm drain grates and cover. The Risk Management Department, the Lake City Police Department and the Florida State Attorney are working together regarding this issue.

- The invoice for our Quick Response Training Grant was sent to Lake City Community College for processing.
- Heavy equipment training is underway for the first group of City employees. We have established a very aggressive schedule to complete this before the end of this calendar year.

Information Technology / G.I.S. / Communications (Zack Mears):

- Setup and tested wireless Voice over Internet Protocol (VOIP) phone system at Lake City Girls Club. This allows for increased safety and security during outdoor activities and was funded by a generous donation from Winn Dixie.
- Completed thematic Geographical Information System (GIS) mapping for internal departments.
- Updated Utility database in the Geographical Information System (GIS).
- Updated zoning and use databases within the Geographical Information System.
- Setup network scanner for Purchasing Department.

Purchasing and Contracting (Debbie Garbett):

- Processed one hundred thirty three (133) invoices.
- Scanned forty (40) documents into the OnBase database.
- Updated twelve (12) vendors.
- The bid invitation for demolition of the old City Hall has been advertised. A mandatory pre-bid meeting will be held on 2/23/2010 at 10:00 A.M.; bid opening 3/4/2010.
- Preparing RFP for leasing city vehicles.
- The bid invitation for pipe, pipe fittings and fire hydrants were opened 2/18/2010 at 11:15 A.M. A recommendation will be forthcoming to Council.

Airport Director Sawyer Reports:

- Airport Staff participated in a one hour online training program presented by The National Stormwater Training Center. The program fulfilled the annual training requirement under the airport Stormwater Pollution Prevention Plan. Program fees totaled eighty dollars.
- Director Sawyer completed a five year forecast update to the airport improvement projects listed in the Florida Aviation Data Base. The FAA and Florida FDOT use the data base for the prioritizing and issuing grants for airport funding. New projects include an Airport Master Plan update, an updated automatic weather reporting system, storm water drainage, taxiway extension and hangar construction projects.
- Fueling operations produced sales-revenue of \$6,184 on 1,570 gallons for the week ending February 10th. Winter weather has impacted sales to transient aircraft during the past two weeks.
- Maintenance activities included fire extinguisher replacements, repairs to the runway lighting system and FBO building maintenance.

Community Redevelopment Director Reports:

Community Redevelopment Area:

- The demolition of the two City-owned properties near Lake DeSoto is complete. Vacant property looks nice.
- CRA Plan Update; A special meeting will be scheduled with Council to conduct interviews with the top three (3) ranked applicants on February 25, 2010 from 4:00 PM to 7:00 PM.
- Completed the FY 2009 Annual Report for the CRA, which will be submitted to the Downtown Development Committee at their February 24, 2010 meeting and Community Redevelopment Agency and Council at their March 1, 2010 meeting for approval and submission to the State.

Community Cleanup:

- A Planning meeting is scheduled for 3:00 PM today to begin discussing an event in April.

Housing Committee:

- The committee met on Thursday, January 11, 2010.

Citizens' Advocate Audre Washington Reports:

- Olustee Festival activities began 12th through 14th. Farmer's Market Manager, Cliff Neukam has decided through the assessment period for the market to remain open on Friday in downtown. He will start back next week. (pending)
- Martha Orthoefer faxed final paperwork for Chatmon and McSwain families to complete their CDBG application (on-going)
- Attended CC School Board meeting as Community Partner in support of Niblack Elementary's presentation to the board (completed)
- Coordinating Women's Luncheon for the "women" staff in March and will call for committee volunteers this week (on-going)

Customer Director Harwell Reports:

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| • Phone Calls Taken | 366 |
| • Walk-up Customers Assisted | 465 |
| • Bills Generated | 1110 |
| • Late Notices Generated | 837 |
| • Number of Payments Collected | 1958 |
| • Total Payments Received | \$330,999.57 |
| • Hours Spent Billing | 72 |
| • Hours Spent T & I/Collections | 58 |



Service Orders Generated:

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| • Field Service Orders | 257 |
| • Severn Trent | 3 |
| • Verify Shut-Off's | 19 |
| • Cut Off Non Pay | 54 |
| • Turn Back On | 22 |

Reads:

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| • Initial Read | 17 |
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• Final Read	17
<i>Total Pending Service Orders to Date:</i>	927

Fire Chief Tunsil Reports:

The Lake City Fire Department responded to 29 Emergency calls for service, with an average response time of 5 minutes and 34 seconds including automatic aid in the county area.

Fire Inspections/Plans Review	4
Pre-Fire Plans	4
Fire Prevention/Education Events	3

Growth Management Director Lee Reports:

CDBG:

- Conducted a walk through for prospective bidders on four projects
- Identified questions and developed addendums to the contracts for bid clarification
- Met with one applicant to further explain CDBG procedures
- Processed final retainage payments on two completed projects
- Provided update of CDBG Projects to Housing Committee

Permits and Inspections:

• New permit applications processed	18
• Completed permitting reviews ready to issue	27
• Inspection requests received	10
• Building inspections performed	10
• Plumbing inspections	4
• Electrical inspections	4
• HVAC inspections	1
• Demolition inspections	2

Planning:

• Zoning statements issued	8
• Assisted citizen with variance application	1
• Assisting CDBG applicant with applications	2
• Site plan reviews	2

Code Enforcement:

• New complaints received	2
• Property inspections performed	5
• Cases brought into voluntary compliance	2
• Fund raiser permits issued	2
• Preparation of Board Orders and Orders imposing fine/lien for cases	10 Hrs

Occupational Tax Receipts:

• New applications received	6
• Applications reviewed and processed	5
• Pet License renewals	2

Recreation Director Little Reports:

Southside Recreation Center:

- Last week we had special guest speakers from the Lake City Fire Department to talk to the children about important fire safety rules. The speakers were Don Wilson, Gerald Ford and Gramby Croft. The children were excited to see the firemen and asked them many questions. We had approximately 85 kids attend our center daily last week.

Girls Club Center:

- Girls Club is currently taking registration for their Spring Quarter. We held our monthly Cup Stacking Contest on Tuesday, February 9th. The winners were: Logan – First Place, Ashlyn – Second Place and Cadence – Third Place. Our next contest is March 9th. On February 11th the girls and leaders exchanged Valentine's Day cards with each other. The girls enjoyed reading the cards and seeing who they were from. Terri Phillips and Susan Blanks completed their CPR First Aid Training this week.

Athletics - Teen Town Center:

- Registration for Adult Spring Softball League will be held March 1st thru March 18th. Our season will begin on April 12th. Registration for T-Ball for ages 4 thru 7 will be held on March 20th for returning players and March 27th for new players.

Recreation Programs:

- The Lake City Recreation Department will be offering a ZUMBA Fitness Class beginning on March 4th. We are continuing to offer classes in Tae Kwan Do, Quilting, Yoga, Tennis Lessons, League Tennis, Square Dancing and Senior Citizens activities. On Friday night, February 12th, our Lake City Guys and Gals celebrated Valentine's Day with a dance. Fifty four people enjoyed dancing and fellowship. The Dixie Dancers also held a special square dance at the Southside center on Friday night. Even with the extreme cold on Saturday morning, February 13th, we had over 236 children run in the 30th Annual Blue Grey Fun Run. We also had approximately 50 parents run with their children.

Maintenance:

- Last week all the irrigation at Memorial Stadium was reworked and timers were set. All stations are working in full capacity. Crews continue to clean Teen Town Center, Southside Center, the Business office and Girls Club daily.

Utilities Executive Director Clanton Reports:

Distribution & Collections (Richard Lee):

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| • Locates | 71 |
| • Service Orders | 21 |
| • Sewer Calls | 7 |
| • Broken Water Lines Repaired | 2 |
| • Installed Water Taps | 2 |

Inspection, Distribution & Collections (Keith Hampton):

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| • Eastside Water Main Project | 82% complete\ |
| • Meter Exchange in Lenvil Dicks System | 26% complete |
| • Columbia County Correctional Institute (CCI) | |

Water Main Extension	28% complete
<i>Natural Gas (Joe Sheldon):</i>	
• Locates	27
• Service Orders	280
<i>Public Works (Thomas Henry):</i>	
• Locates	35
• Street lights	2
• Signs	11
• Responded to and serviced trouble calls	4
• Assisted with all preparations for Olustee Festival	
<i>Utility Maintenance (David Durrance):</i>	
• Inspected and Serviced Liftstations	4
• Inspected Sewer Lines	2
• Hydrant Flushing	21
<i>Vehicle Maintenance (Sam Curry):</i>	
• Routine Maintenance and Service	2
• Complaints /Repaired/Back in Service	9
• Machines fueled and fluid levels checked	5
• Safety Checks	7
<i>Wastewater Treatment Plant (Linda Andrews):</i>	
• Gallons Treated	2.746 MGD
<i>Water Plant (Steve Roberts):</i>	
• Gallons Treated (Price Creek WTP)	3.188 MGD
• Gallons Treated (Brandon Brent WTP)	.021 MGD